

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

DEPARTMENTAL SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a departmental program or specialty area; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Departmental Specialist-2

Departmental Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Departmental Specialist-3

Departmental Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

Position Code Title – Departmental Specialist-4

Departmental Specialist 15

The employee functions as a fourth-level specialist or as an administrative assistant to an executive.

First-level specialists are classified at the advanced level of the Departmental Analyst job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are

DEPARTMENTAL SPECIALIST

PAGE NO. 2

responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedures development.

Participates in budget development.

Represents the official at meetings.

Specialist

Designs and conducts surveys or special studies to determine needs and to assist in planning, implementing and evaluating programs, consolidates data, and prepares reports.

Establishes, administers, and evaluates programs; recommends program policies and procedures; and designs forms.

Collects and maintains program data necessary to meet program reporting and evaluation requirements, and the goals of the agency.

DEPARTMENTAL SPECIALIST

PAGE NO. 3

Analyzes ongoing program operations and recommends modifications of policies and procedures to meet commitments more effectively.

Evaluates documents and applications for possible inclusion in programs; determines eligibility or compatibility; determines acceptability of documents or applications and decides on the appropriate action(s) to take.

Recommends criteria, standards, and guidelines to assess agencies' program structures and determines their compatibility with the objectives and priorities of the state.

Interprets existing and proposed laws, policies, and procedures as they relate to a program area. Consults with state, local and federal government as well as interested parties in this regard.

Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.

Designs and implements methods for program review, evaluation and cost analysis.

Formulates procedures, policies, and guidelines for assigned departmental programs.

Performs duties of unusual significance or importance to the Department.

Makes recommendations in areas of expertise.

Develops program goals and plans for implementation.

Develops alternative strategies for programs based on analysis and research in an assigned specialty area.

Acts as a liaison with other agencies, organizations, and employees to coordinate departmental programs.

Plans and coordinates the training of staff in designated program activities.

Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies.

Conducts special projects and studies.

Prepares budgets.

Maintains records, and prepares and correspondence related to the work.

May perform related essential functions appropriate to the class as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None.

Physical Requirements

None.

DEPARTMENTAL SPECIALIST

PAGE NO. 5

Education

Possession of a bachelor's degree in any major.

Experience

Four years of professional business and administrative experience, including two years of experience equivalent to the experienced P11-level.

OR

One year of advanced level (12), business and administrative experience.

Alternate Education and Experience

Equivalent combinations of nonprofessional experience, identified by the appointing authority and approved by the Department of Civil Service, will be accepted for classified nonprofessional experience equivalent to the ECP P11-level and above. The nonprofessional experience must be related to departmental programs and services that provide the required knowledge, skills, and abilities.

Special Requirements, Licenses, and Certifications

Certain positions are assigned subclass codes. Individuals appointed to positions must possess the required specialized experience, training, or license. For sub-class code assignments, persons qualifying with approved non-professional experience will have that experience credited instead of professional experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
DEPTLSPL

Job Code Description
Departmental Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Departmental Specialist-2	DEPSPL2	NERE-182
Departmental Specialist-2 (PP)	DEPSPL2	NERE-095P
Departmental Specialist-3	DEPSPL3	NERE-186
Departmental Specialist-3 (PP)	DEPSPL3	NERE-096P
Departmental Specialist-4	DEPSPL4	NERE-188
Departmental Specialist-4 (PP)	DEPSPL4	NERE-097P